

Goddard Space Flight Center

PERMIT TO USE GEWA RECREATION CENTER



Prior to completing this form, please check the availability of the Recreation Center through the NOMAD calendar, GSFC-CAL-REC-CENTER, and submit a meeting invitation to the calendar for the date and time desired for your event. You will receive a tentative acceptance of the calendar invitation through e-mail if the time requested is available. Once this occurs, you have 5 days to submit this form to GEWA, with a payment of \$75. If the form and payment are not received within 5 days of the calendar request, the time slot for your reservation will become available to other requestors. For further information, please see <http://gewa.gsfc.nasa.gov>

Date of Request Submitted:	Requesting Organization:
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Facilities Requested:	Kitchen	Grill	Dining Room	Lounge
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From (Date)	(Time)	AM	PM	Until (Date)	(Time)	AM	PM
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Purpose:	Approximate Number of Participants:
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Catering: Please indicate below if the food/beverage service is to be provided by the Recreation Center Manager. All food/beverage service to be provided by the Recreation Center Manager must be arranged directly with the Recreation Center Manager by the requesting organization.

Food/Beverage Service to be provided by Recreation Center Manager? Yes No

Responsible For Cleanup: The Recreation Center Manager will clean the facility after an event for a fee of \$15.00 per hundred people, or fraction thereof, in attendance. Section 4 of this form provides details as to what comprises cleaning should the undersigned responsible individual chose to be responsible for the cleaning in lieu of the Recreation Center Manager.

Recreation Center Manager Undersigned Responsible Individual

Requestor:

Name	Phone	Code	Civil Servant	Contractor
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Director of Approval: If the event is scheduled to take place on a weekday before 3:00 p.m., approval is required by the appropriate Director of. The requester must obtain the signature of their Director of on this form to indicate approval.

Name	Signature	Date
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Responsible Individual's: The responsible individuals and organizations named on this form are accountable to GEWA for the proper use of the Recreation Center in accordance with the terms of this permit and NASA policy. In addition, the undersigned responsible individual or his alternate will remain at the Recreation Center and be accountable for the conduct of the attendees until they have left the premises (this means outside the fenced area) by the closing time specified on this permit.

I agree to comply with the above statement and the guidelines in sections 1 through 5 of this form.

Responsible Individual's Name	Signature	Date
Alternate Responsible Individual's Name	Signature	Date

If the event is cancelled, promptly cancel the meeting invitation in the NOMAD calendar GSFC-CAL-REC-CENTER and notify the Recreation Center Manager on 301 286-8440.

GUIDELINES FOR THE USE OF THE GSFC RECREATION CENTER

1. GENERAL

- A.** The GSFC Recreation Center may be reserved only by GSFC civil servants and on-site/near-site contractors and only for work related functions such as division picnics, parties and dinners. It may not be used for wedding receptions, non-GEWA sponsored club meetings, private family picnics, churches, scouts, citizen organizations, or other such functions or groups. Use by other organizations is at the discretion of the Center Director, GSFC.
- B.** Use of the Recreation Center for GSFC functions will require a payment at the time of reservation of \$75.00. Refunds will be made up to 2 weeks prior to the event, but not after. If event is rescheduled from the original date and cancelled, no refund is permitted.
- C.** In general, reservations for use of the Recreation Center are for groups of 20 or more. Exceptions must be approved by the GEWA Business Office.
- D.** Comments and suggestions regarding the Recreation Center should be submitted by e-mail or in writing to the civil servant GEWA Operations Manager, not the Recreation Center Manager.
- E.** Other limitations and/or restrictions on the use of the Recreation Center may be imposed by the GEWA Council to meet changing or temporary situations or emergencies.
- F.** This form and \$75 payment must be submitted to GEWA within 5 days of making the reservation via the NOMAD calendar GSFC-CAL-REC-CENTER. If payment and permit form are not received by GEWA within 5 days, the tentative reservation will be removed from the calendar to allow the date to be available to other requestors. See the GEWA website for where to submit the form and payment <http://gewa.gsfc.nasa.gov>

2. FOOD AND DRINK

- A. The consumption of alcoholic beverages in the Recreation Center must be in accordance with GSFC regulation and policy.** Persons using the Recreation Center may supply their own food and beverages. Beer kegs must fit existing taps. If there is any doubt regarding the compatibility of the keg and tap, call the Recreation Center Manager on 301 286-8440. All usage of the Recreation Center equipment will be under the supervision of the Recreation Center Manager.
- B.** Persons using the Recreation Center may provide bar help, with the approval of the Recreation Center Manager. Minors are not allowed behind the bar.
- C.** The Recreation Center Manager, or his designated alternate, will not open any merchandise or serve any food or beverage unit the responsible individual, or his designated alternate, is present and has signified his approval for such action.
- D.** If the Recreation Center Manager has not been hired for clean up, the Recreation Center must be cleaned within one hour after the bar closes. That is one hour after the specified closing.

3. HOURS OF USE

- A.** Closing times for Recreation Center activities are not later than 12:00 AM on Sunday through Thursday, or 1:00 AM for functions starting on Friday or Saturday.
- B.** The bar will close no later than one hour prior to the ending time specified on the face of this permit.
- C.** If the Recreation Center Manager has not been hired for clean up, the Recreation Center must be cleaned within one hour after the bar closes. That is one hour after the specified closing.

4. CLEANUP

- A.** The Recreation Center Manager will clean the facility after an event for a fee of \$15.00 per hundred people, or fraction thereof, in attendance.
- B.** Cleaning up means:
 - 1. All tables and chairs that have been used will be wiped off, folded and put away.
 - 2. All areas that have been used will be swept.
 - 3. All trash will be emptied into trashcans.
 - 4. All kitchen utensils that have been used will be cleaned.

Note: Cleaning of the charcoal grill is the responsibility of the Recreation Center Manager.

5. MISCELLANEOUS

- A.** Events starting before 3:00 PM require approval of the Director of for the organization using the Recreation Center. Approval is indicated by his/her signature on this form.
- B.** Athletic equipment is available to persons using the Recreation Center during a scheduled event. This equipment must be signed out and returned. In the event the equipment is not returned, the person who signed for it is liable for the full replacement cost.
- C.** No fundraisers or gaming activities will be permitted at the Recreation Center.
- D.** If GSFC is closed due to inclement weather, the event will be rescheduled.